



Ardrahan National School

Internet Acceptable Usage Policy

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy in Ardrahan National School is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the Internet. The Internet Acceptable Usage Policy has been in place in Ardrahan National School since 2016 and it has been regularly reviewed. It is now being updated to incorporate Distance Learning. In Ardrahan National School we will employ a number of strategies to maximise learning opportunities for our pupils and reduce risks associated with the Internet.

These strategies are as follows:

1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering/Monitoring

Internet

- The Internet has become a two way communication system for the school and the wider community. Services such as Seesaw, Google Classroom, WordPress (School Blog) and Aladdin are being used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by Ardrahan National School form part of our web services and all content that is placed on these services falls under this policy. Please refer to the school's Data Protection Policy for further information on how the school utilises 3rd party services.
- Internet will be used for educational purposes only
- Internet sessions will always be supervised by a teacher
- Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
- Filtering software will be used to minimise the risk of exposure to inappropriate material
- Uploading and downloading of non-approved software will not be permitted
- The school will regularly monitor pupils' internet usage
- Pupils will receive training in the area of internet safety
- Pupils will be taught to evaluate the content of internet sites

- Teachers will be made aware of internet safety issues
- Virus protection software will be used and updated on a regular basis
- A personal external storage device specifically for school use only may be used by children.
- Pupils will observe good “netiquette” (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
- ‘YouTube’ (and similar sites) can be accessed in school only under the supervision and direction of the teacher.

Direct Communication using Internet

Teachers in the school may choose to use a number of tools for classroom communication. Examples include Google Classroom, Zoom, Seesaw, and Class Dojo. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code. The following are ground rules for synchronous lessons online.

- All meetings will be password protected
- All class zoom meetings will be attended by two staff members
- Roll call will be done for all zoom meetings and records kept by the teacher of those in attendance
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- The staff member has the right to “kick out” any person being disruptive from a synchronous lesson.
- A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child and a staff member, another adult must be present at the meeting and/or the meeting must be recorded.
- While chat may be available in an online meeting, it is the responsibility of the child’s family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child’s removal from the lesson or, where appropriate, a referral to Child Protection services.
- From time to time, children may work collaboratively on shared documents/projects using Google slides/Google Docs/Google Classroom. This will involve sharing of work. Children are reminded at all times to be respectful of others work when working collaboratively. This work remains the property of the group and shall not be shared outside the group without consent of all group members. Teachers will teach correct

etiquette and respect for such work in school and parents are asked at all times to monitor collaboration on such documents at home.

IPads

- Students should never leave their iPad unattended when in use
- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- Students require permission before sending any form of electronic message.
- Audio or vision taken at school cannot be transmitted, broadcast or transferred without the teachers permission.
- The camera and audio recording functions may only be used under the teachers' direction.
- Identity theft (Pretending to be someone else) is not permitted.
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
- iPads must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher.
- All children taught to handle iPads with care and respect. Teachers are responsible for removing and replacing iPads from trolley. Drinks and food are not permitted while using iPads.

Email

If pupils are allowed to use email, the following rules will apply:

- Currently students are not be given access to email. However, they will be provided with Google credentials for accessing other communication tools such as Google Classroom.
- Email if/when enabled by the teacher will be used for educational purposes only
- Students will only use approved class email accounts under supervision by or permission from a teacher
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
- Pupils will not send text messages to or from school email
- Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email
- Pupils will never arrange to meet someone via school email
- Sending or receiving email attachments is subject to teacher permission.

Mobile Phones and electronic devices

Pupils are not permitted to have electronic devices on the school premises or on out of school or extra-curricular school activities. Refer to mobile phone policy.

School Website

Designated teachers will manage the publication of material on the school website.

- Personal pupil information, home addresses and contact details will not be published on the school website
- Class lists will not be published
- Pupils' full names will not be published beside their photograph
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils
- Pupils will be given an opportunity to publish projects, artwork or school work on the school website
- Teachers will select work to be published and decide on the appropriateness of such
- Permission to publish a student's work will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.

Pupils will continue to own the copyright on any work published.

Education

Staff at Ardrahan National School will undertake to educate children on the safe, responsible use of the Internet.

Internet Safety Advice:

Useful websites for further information on online and communications technology:

- Get with it (parents guide to cyber bullying)
- www.iab.ie (internet advisory board)
- www.esafety.ie (internet seminars for schools/parents)
- www.webwise.ie (information on various forms of internet usage)
- www.nct.ie (information on ICT in education)
- www.saferinternetday.ie (includes information on safer internet day)

Filtering

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search". This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately it is also easily removed.

Ardrahan National School has filtering software. The access to websites from all school computers/laptops and iPads is monitored and regularly reviewed by the NCCA. Our Content Filtering Level with the PDST has been increased to level 5 to allow for class blogs on our new website. Websites are only allowed through following a verification of their suitability.

Firewalls

Ardrahan National School has installed firewall software.

Sanctions

- Some material available on the Internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. Access to the Internet will be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in school includes a strict filtering service yet no filtering service is completely fool proof.
- Procedures are in place should a child accidentally access inappropriate material and also should a child deliberately abuse the use of the Internet in school.
- Intentional misuse of the Internet will result in disciplinary action such as withdrawal of access privileges, and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Links with other school policies:

- Child Protection Policy
- Code of Behaviour
- Anti-Bullying Policy
- Data Protection Policy
- Mobile Phone Policy

This policy was reviewed in October 2023 and was ratified by the Board of Management on:
17/10/2023

Signed: *Martin Murphy*
Chairperson of BOM

Date: 17-10-2023